

**BY ORDER OF THE COMMANDER
AIR FORCE OFFICER ACCESSION
AND TRAINING SCHOOLS (AETC)**

AFOATS INSTRUCTION 36-2201

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Personnel

FACULTY DEVELOPMENT AND MASTER INSTRUCTOR PROGRAMS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Dr. Novadean Watson)
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Certified by: HQ AFOATS/CR
(Dr. Charles Nath)
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This instruction implements AFRPD 36-22, *Air Force Military Training*, AETCI 36-2202, *Faculty Development and Master Instructor Program*, AETCI 36-2901, *Wear of the AETC Instructor and Master Instructor Badge*; AUI 36-105, *Faculty Development, Enrichment, and Evaluation*. It establishes responsibilities and guidance for all Headquarters Air Force Officer Accession and Training Schools (HQ AFOATS) faculty development, enrichment, and evaluation programs. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force AFRIMS Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil/rds/index.cfm>. It applies to all teaching and non-teaching faculty as specified.

SUMMARY OF REVISIONS

The revisions updates the Academic Instructor Course (AIC) that replaced the Academic Instructor School (AIS) attendance (paragraph 2); updates the names of OTS instructors and the branch chief responsible for maintaining the instruction; outlines certification requirements for AIC instructors (paragraph 3.3); removes the requirement of HQ AFOATS/CRSD to provide the topics for ROTC IST program (paragraph 4.4); adds guidance for OTS instructors rated ineffective (paragraph 5.5.1); modifies the training folder set-up by merging in-service education and training into one section and removing post-certification evaluations (paragraph 6.4); changes point-of-contact for PAS/APASs training to HQ AFOATS/CRT (paragraph 7.1.3); and removes HQ AFOATS FDO from the OTS master instructor certificate coordination (paragraph 7.3.7.3). A star (★) indicates revised information from the previous version.

1. General Information:

1.1. AFOATS Philosophy on Faculty Development. To produce quality Air Force officers and better citizens for America through the Officer Training School (OTS) and Reserve Officer Training Corps (ROTC) commissioning sources, and Junior Reserve Officer Training Corps (JROTC) citizenship program, we need faculty members who are excellent instructors and role models. To this end, the HQ AFOATS Instructor Education and Evaluation Division (HQ AFOATS/CRT) ensures faculty development, enrichment, and evaluation programs exist to enhance faculty growth potential.

1.2. Teaching Faculty Versus Non-Teaching Faculty. HQ AFOATS employs faculty in both teaching and non-teaching capacities. Therefore, this instruction establishes a viable faculty development and enrichment program for all faculty.

★2. **Academic Instructor Course (AIC).** All personnel assigned to HQ AFOATS duties involving instruction or supervision of instruction must complete AIC before beginning duties. To clarify the definition, "involving instruction or supervision of instruction," means those personnel who, by nature of their duties, directly supervise instructors or directly teach the students on a recurring and frequent basis. Therefore, personnel who brief or teach students only a few times during any given class do not have to attend AIC.

2.1. Attendance Requirements. Curriculum Area Managers (CAM) within HQ AFOATS Curriculum Division (CR) are assigned to duties involving teaching and have a direct and frequent impact on line instructors and how they teach. Therefore, they must meet the AIC requirement. All personnel assigned to ROTC detachments who are instructors or instructor supervisors must meet the AIC requirement. All JROTC Senior Aerospace Science Instructors (SASI) and Aerospace Science Instructors (ASI) must meet the AIC requirement. All OTS Flight Commanders (Flt/CC), to include Individual Mobilization Augmentees (IMA), student squadron commanders (SS/CC), and directors of operations (DO) are instructors or instructor supervisors and must meet the AIC requirement. OTS Military Training Instructors (MTI), Medical Readiness staff and Physical Conditioning (PC) staff, due to the specific duty training and certification, will not be required to attend AIC. However, every effort will be made to include these personnel if space is available in AIC.

2.2. Scheduling AIC Attendance. HQ AFOATS/CRT will ensure all required members assigned to CR and ROTC have slots to attend AIC. HQ AFOATS/JRI will ensure all JROTC instructors have a slot to attend AIC. The OTS Faculty Development & Standardization Division (OTS/CCV) will ensure all required members assigned to OTS have slots to attend AIC. OTS IMAs will attend a workshop coordinated by OTS/CCV through CRT.

2.3. Waivers from AIC Attendance Requirements. The CR Director, ROTC/CC, JROTC Director, and OTS/CC may grant waivers for their respective instructors, instructor supervisors, and staff who are fully qualified based on education or experience. Blanket authorizations are not allowed. The Professor of Aerospace Sciences (PAS) submits waivers for the Assistant Professor of Aerospace Sciences (APAS) and the Region Commander submits waivers for PASs. The waiver package must be submitted by the end of

March each year. AFOATS/JRI will coordinate waivers through the JROTC Director for JROTC instructors as needed. ROTC Regional/CC, AFOATS/JRI, AFOATS/CRT and OTS/CCV will initiate the waiver process. The initiating agency will send a memorandum formatted in accordance with Attachment 2 to the CR Director, AFROTC Commander, AFJROTC Director or OTS commander for coordination and action. A final copy of the signed waiver package will be sent to the instructor's supervisor upon completion to maintain proper documentation. Personnel eligible for an AIC waiver are those who meet one of the following criteria:

2.3.1. Completed AIS/AIC, Technical Training Instructor Course (TTIC), or USAF Academy Instructor Course (USAFAIC) within the past 6 years.

2.3.2. Completed AIS/AIC, TTIC, or USAFAIC more than 6 years ago, but have had additional qualifying experience or education during the past 6 years.

2.3.3. Previously granted a documented permanent waiver from AIS/AIC, TTIC, or USAFAIC attendance requirement or are fully qualified based on extensive education and/or experience.

2.4. AIC Deferral. The CR Director, ROTC/CC, JROTC Director, and OTS/CC may also approve administrative deferrals on a case-by-case basis when waivers are not justified. Instructors who cannot be scheduled to attend AIC/Cadre training (out of cycle, overseas return, etc.) will be automatically deferred until the next summer available training session. The instructors will be scheduled for the next training session unless a waiver is submitted in accordance with paragraph 2.3 of this instruction.

3. Pre-Service Education and Orientation:

3.1. Initial Training. All newly appointed HQ AFOATS/CR, ROTC, JROTC and OTS instructors will attend initial qualification training (IQT).

3.2. AFOATS/CR.

3.2.1. CAM Certification. Platform instruction and lesson development must meet the highest professional standards to ensure educational objectives are met for OTS and ROTC students. Performance excellence is ensured through position familiarization, lesson plan familiarization and platform instruction certification.

3.2.2. Position Familiarization. Familiarization consists of reviewing CAM responsibilities, issuing lesson plans and study guides, attending all lectures in assigned curriculum area, becoming familiar with auditorium visual aid operations, reviewing continuity books, becoming familiar with consolidated written test (CWT) management, conducting initial and remedial training, reviewing end-of-course critique procedures, reviewing curriculum development procedures, and reviewing the Curriculum Program Plan.

3.2.3. Lesson Plan Familiarization. The new CAM will choose a lesson plan in their subject area and meet with an experienced CAM in his or her subject area, Instructional Systems Development (ISD) Advisor, the Chief, Instructor Education and Evaluation (CRT) and the Chief, Curriculum Development (CRD) to discuss general lesson concept. The instructor will demonstrate understanding of the lesson plan concept through discussion and presentation of lessons.

3.2.4. Platform Instruction Certification. Once the new CAM has demonstrated understanding of lesson plan concepts they will present that lesson to the Director of Curriculum, the Deputy Director of Curriculum, the Chief of Curriculum Development, the ISD Advisor and experienced CAMs in the area of certification. The Director of Curriculum will certify or not certify the new CAM based on the input of the reviewing officials using the AETC Form 281, **Instructor Evaluation Checklist**.

3.2.4.1. Platform Instruction Augmentees. AFOATS/CR may require augmentation by instructors from outside AFOATS/CR. These instructors will be fully certified instructors who have met the AIC requirements explained in paragraph 2 through 2.3.3. Augmentees will present a lesson under supervision of the CAM for the subject area or the Chief, Curriculum Development who will certify the augmentee. Augmentees will not be required to develop the lesson plan.

★3.3. AFOATS/CRT.

3.3.1. AIC Instructor's Certification. Platform instruction and lesson development must meet the highest professional standards to ensure educational objectives are met for OTS, AFJROTC and ROTC students. Performance excellence is ensured through position familiarization, lesson plan familiarization and platform instruction certification.

3.3.2. Position Familiarization. Familiarization consists of a reviewing AIC instructor's responsibilities, reading lesson plans and note-takers, attending AIC lectures, becoming familiar with auditorium visual aid operations, reviewing continuity books, becoming familiar with consolidated written test (CWT) management, reviewing AIC end-of-course critique procedures, reviewing curriculum development procedures, and reviewing Curriculum Program Plan.

3.3.3. Lesson Plan Familiarization. The new AIC instructor will choose a lesson plan in his or her subject area and meet with an experienced instructor in his or her subject area, Instructional Systems Development (ISD) Advisor, and Branch Chief to discuss general lesson concept. The instructor will demonstrate understanding of the lesson plan concept through discussion and presentation of lessons.

3.3.4. Platform Instruction Certification. Once the new instructor has demonstrated understanding of lesson plan concepts they will present that lesson to the Director of Curriculum, the Deputy Director of Curriculum, the Chief, Instructor Education and Evaluation, the Chief of Curriculum Development, the ISD Advisor and an experienced AIC instructor in the area of certification. The Director of Curriculum will certify or not

certify the new instructor based on the input of the reviewing officials using the AETC Form 281.

3.3.4.1. Platform Instruction Augmentees. AFOATS/CRT may require augmentation by instructors from outside AFOATS/CRT. These instructors will be fully certified instructors who have met the AIC requirements explained in paragraph 2 through 2.3.3. Augmentees will not be required to develop the lesson plan.

3.4. Reserve Officer Training Corps (ROTC).

3.4.1. Cadre Training (CT). ROTC instructors will attend CT as part of AIC when they are TDY to Maxwell AFB. Cadre Training is designed to orient ROTC Instructors to their respective organizations and train them to perform duties associated with their jobs.

3.4.2. CT/AIC Out-of-Cycle Instruction. HQ AFOATS/CRT will provide instructional guidance for those instructors who arrive at their detachments out-of-cycle (not during the summer AIC/CT window) on the HQ AFOATS Curriculum web page. The detachment Education Officer will ensure new instructors who did not attend AIC are familiar with AFOATS education principles and policies, document training and retain until the instructor has attended AIC or is reassigned.

3.4.3. ROTC Noncommissioned Officer (NCO) Course. HQ AFOATS/CRT will coordinate IQT for noncommissioned ROTC detachment support personnel. The training will orient support members to the diverse functions of an operational ROTC detachment. It may include, but is not limited to, orientation topics such as the HQ AFOATS and ROTC mission briefs, equal opportunity and employment, and diversity as well as functional topics such as general computers, database management, enlistment, financial management, cadet management, and tuition updates.

3.5. JROTC.

3.5.1. Instructor Certification Training (ICT). JROTC instructors will attend ICT as part of AFJROTC AIC (JAIC) at Maxwell AFB. It is designed to orient them to their respective organization and train them to perform duties associated with their jobs.

3.5.2. ICT/JAIC Out-of-Cycle Instruction. AFOATS/JRI will provide instructional guidance to those instructors who are selected for instructor duty after JAIC training via printed material or AFJROTC Cyber-Campus. JROTC instructors will be provisionally certified based on their military record and experience until the instructor completes JAIC.

3.6. OTS.

3.6.1. Initial Qualification Training (IQT). IQT is designed to orient Flt/CCs to their respective organizations and train them to perform duties associated with their jobs. IQT is required for all Flt/CCs prior to performing duties as an OTS instructor. It normally occurs immediately after AIC; however, special circumstances may dictate completion of

IQT before AIC. OTS/CCV will tailor IQT programs to meet the specific mission needs of both Basic Officer Training (BOT) and Commissioned Officer Training (COT). IQT is normally a program lasting 23 training days designed to train Flt/CCs in major areas of both BOT and COT to include: flight room instruction, field leadership, campaigns, staff/student interaction and administrative duties. As a minimum, instructors must meet the primary training requirements associated with their program (BOT or COT) before assuming instructor duty for that program.

3.6.2. Augmentee Qualification Training (AQT). OTS/CCV is responsible for training IMAs and summer augmentees. IMAs and augmentees must attend AQT before assuming responsibility for student flights. AQT is designed to orient IMAs and augmentees to the organization and train them to perform duties associated with their jobs. Training typically includes those applicable COT disciplines and subject areas encompassed in IQT; however, if IMAs and augmentees perform BOT instructor duties, they will be trained accordingly. In order to keep IMAs and augmentees current, AQT must be reaccomplished under the following circumstances:

3.6.2.1. If determined by the squadron commander.

3.6.2.2. If the instructor has not trained a complete flight within the last 14 months.

3.6.2.3. If the instructor requests to retake the course on a space available basis.

3.6.3. Recurring Training Course (RTC). RTC is a refresher course for returning IMAs and Augmentees. This course is not required if the instructor has completed the training of a complete flight within the last 3 months and is current in major ancillary training requirements (e.g. SABC, CPR, etc.) as determined by OTS/CCV.

3.6.4. Enlisted Qualification Training (EQT). EQT is designed to orient enlisted instructors to OTS by supplementing the training instructors already have as Military Training Instructors, Physical Conditioning Instructors and Medical Readiness Instructors. EQT is required for all enlisted instructors prior to performing duties as an OTS instructor.

4. In-Service Education and Training:

4.1. In-Service Training (IST). IST refers to HQ AFOATS in-service education programs that contain a variety of activities designed to refamiliarize instructors with basic procedures and develop the professional growth of faculty. Examples of such activities include initial ISTs, refresher courses in instructional methods, self-improvement seminars, and computer training.

4.2. OTS IST Program. Subject matter experts to include the class monitor (CM), CAMS, faculty development and event project officers as appropriate, conduct ISTs prior to major events. ISTs are scheduled within a few days of an event in order to provide refresher training and to ensure event coordination and standardization. The CM is responsible for coordinating with the scheduling office and subject matter experts to schedule ISTs. Each

carrying Flt/CC will attend these ISTs. If unable to attend, the Flt/CC will coordinate with the CM and/or subject matter expert to receive training. Class Monitors will document attendance to all ISTs. At the end of each class, the CM will consolidate this information into a report and forward the report to OTS/CCV and the respective squadron commander who will ensure training records are updated.

4.3. CR IST Program. HQ AFOATS/CRT will manage regularly recurring training that is designed to enhance curriculum effectiveness.

★4.4. ROTC IST Program. The detachment Education Officer is responsible for the detachment IST program and will determine, schedule, and document all ISTs.

4.5. AFJROTC Recertification Training. AFJROTC instructors are required to complete recertification training every three years.

5. Faculty Evaluations:

5.1. Criteria Common to All AFOATS Instructor Evaluations. The primary focus of faculty evaluation is to provide diagnostic feedback to faculty members to enhance their professional development. Evaluations will meet the following criteria.

5.1.1. The self-image and self-respect of the faculty will be protected throughout the evaluation process.

5.1.2. All evaluators will complete the evaluation process and provide feedback within three duty days of the evaluation.

5.1.3. Supervisors/evaluators will debrief instructors and both will finalize the evaluation process as soon as possible following an evaluation.

5.2. AFOATS/CR Evaluations. The owning branch chief or the Director of Curriculum will evaluate the CAM or AIC instructor twice a year for platform lectures using the AETC IMT 620, **Academic Instructor Monitoring Checklist**. The branch chief will maintain evaluations in the CAM's or AIC instructor's training folder.

5.3. ROTC Evaluations. The PAS will evaluate APAS teaching effectiveness, using AETC IMT 620, **Academic Instructor Monitoring Checklist**, twice each academic year. The education officer, university official, or Regional HQ staff member (if available) will critique PASs twice each academic year using the AETC IMT 620. AETC IMT 620 will be filed in the instructor's personal information file.

5.4. JROTC Evaluations. AFJROTC instructor teaching effectiveness is evaluated as a minimum annually using the AFJROTC IMT 98, **AF Junior ROTC Instructor Evaluation Report**. The SASI will evaluate the ASI. The school principal or other designated school official will evaluate the SASI. The AFJROTC IMT 98 will be forwarded to HQ AFOATS/JRI for review and file in the instructor's personal information file.

5.5. OTS Evaluations. OTS/CCV, squadron commanders or squadron operations officers will conduct all initial evaluations as part of IQT/AQT/EQT. Additionally, a Flt/CC's supervisor (BOT and COT) will conduct a minimum of two evaluations yearly, one of which must be a flight room evaluation. Supervisors in the 22d Training Support Squadron will conduct a minimum of two evaluations yearly on each instructor. OTS/CCV will conduct random no-notice evaluations.

★5.5.1. If an instructor is rated ineffective in an area of an evaluation (e.g., Body, Communication Skills or Teaching Skills), the evaluator will provide remedial training. Depending on severity, the supervisor/evaluating agency may conduct another evaluation within 30 days, with an emphasis on areas rated ineffective.

5.6. Evaluations Where Instructor Does Not Meet Standards.

5.6.1. If an instructor is rated ineffective in an area of an evaluation (e.g., Body, Communication Skills or Teaching Skills), the evaluator will ensure the instructor attends appropriate remedial training. Additionally, the supervisor/evaluating agency will conduct another evaluation within 30 days. On any area rated ineffective, the supervisor will comment specifically on that area during the next evaluation.

5.6.2. If an instructor is rated ineffective overall during an evaluation, the evaluator may recommend decertification to the appropriate agency (HQ AFOATS/CR Division Chief, PAS, AFJROTC Director or squadron commander). At a minimum, the instructor should be temporarily relieved of instructor duties for immediate remedial training or, in the case of AFJROTC, decertification action by the AFJROTC Director IAW paragraph 5.6.6.

5.6.3. On all evaluations rated ineffective in an area or rated ineffective overall, the evaluator will provide a copy of the evaluation to the appropriate director, squadron commander or AFJROTC Director (IAW paragraph 5.6.6.) as soon as possible.

5.6.4. HQ AFOATS/CR. If an instructor is rated "Needs Improvement" during an evaluation, the supervisor will offer techniques for improvement and make remedial training available. Chief, CRD may decertify the instructor. If the instructor is decertified, the instructor should be temporarily relieved of instructor duties for immediate remedial training. HQ AFOATS/CRT will provide guidance for remedial training as requested. To recertify, CAMs and AIC instructors will present a lesson in accordance with paragraph 3.

5.6.5. ROTC Instructors. If an instructor is rated "Needs Improvement" during an evaluation, the supervisor will offer techniques for improvement and make remedial training available. The PAS may decertify the instructor. If the instructor is decertified, the instructor should be temporarily relieved of instructor duties for immediate remedial training. HQ AFOATS/CRT will provide guidance for remedial training as requested. To recertify, the instructor will present a lesson to the PAS. Documentation must be maintained in the instructor's personal information file.

5.6.6. JROTC Instructors. If an instructor is rated as “Needs Improvement” in two or more performance areas, but overall “Satisfactory” during an evaluation, AFOATS/JR will place the instructor on probational certification, provide guidance on the areas where improvement is needed and provide a period of 90-120 days for the instructor to demonstrate improvement in lieu of decertification. At the end of the probationary period, a special evaluation report, AFJROTC IMT 98, will be completed by the SASI on the ASI and by the principal on the SASI. If the instructor performance improves to “Acceptable” or higher in all performance areas, AFOATS/JR will remove the instructor from probationary certification. If the instructor performance has not improved to “Acceptable” or higher in all performance areas at the end of probation, AFOATS/JR may either extend the period of probation or decertify the instructor IAW AFOATSI 36-2004.

5.6.7. OTS Instructors. If an instructor is rated overall “Needs Improvement” during an evaluation, the supervisor/evaluating agency will offer techniques for improvement and make remedial training available. OTS/CCV may recommend immediate decertification of the instructor to the appropriate squadron commander. The same evaluating agency (supervisor or OTS/CCV) will conduct a follow-up evaluation within 30 days. This timeframe is extended to 60 days for events that may not be scheduled every month such as specific field leadership events.

6. Training Folders. Training folders contain personal data subject to the Privacy Act of 1974 (5 U.S.C. 552a) and should be protected IAW AFI 33-332, *The Air Force Privacy Act Program*.

6.1. HQ AFOATS/CR Training Folders. HQ AFOATS branch chiefs will establish a training folder for each CAM and AIC instructor during their certification process. The branch chief will store their respective CAM and AIC instructor’s training folders. Upon transferring within the HQ AFOATS organization, the branch chief will forward folder to gaining supervisor. Upon reassignment, the branch chief will give the folder to the instructor.

6.2. ROTC Training Folders. The education officer will file instructor training and evaluation data, to include AETC IMT 620, in the instructor’s personal information file. The education officer will ensure documentation exists for AIC diploma, deferral or waiver, completion of summer CT or equivalent, IST attendance and instructor evaluations. Upon transferring within the HQ AFOATS organization, PCS or PCA, the education officer will give the instructor his/her training and evaluation documentation.

6.3. JROTC Training Folders. AFOATS/JRI will file instructor certification, recertification and evaluation data, to include the AFJROTC IMT 98, in the instructor’s personal information file. AFOATS/JRI will ensure documentation exists for JAIC (formerly ASIC) completion, deferral or waiver, completion of recertification training and instructor evaluations. Personal information files are maintained at HQ AFOATS/JRI during tenure as an AFJROTC instructor or applicant.

- ★6.4. OTS Training Folders. OTS/CCV will establish and maintain a training folder for each FLT/CC during IQT/AQT and document initial training and certification. Upon transferring outside of OTS, the squadron will give the folder to the instructor.

7. Award of the Air Education and Training Command (AETC) Instructor Badge:

7.1. Award of the Instructor Badge. AETCI 36-2901 establishes general guidelines and eligibility criteria for award of the AETC Instructor Badge. (Note: As retired military members, AETCI 36-2901 does not apply to JROTC instructors.) Authority to award the badge is delegated from the AETC Commander to wing/group commanders or their equivalent that have verified that individuals meet established criteria. Award of the badge should be made during an occasion that provides the instructor maximum recognition. Commanders have the authority to disallow wear of the badge within an organization for reasons unique to that organization. Additionally, commanders may void authorization to wear the badge by individuals relieved from instructor duty due to unsatisfactory performance or conduct that discredits the high standards associated with the badge.

7.1.1. Criteria Common to All HQ AFOATS Instructors. Specific criteria must be met by all HQ AFOATS instructors for award of the instructor badge. The process for meeting the criteria will differ based on the instructor's assignment within HQ AFOATS. The following sub-paragraphs provide an overview of common criteria.

7.1.1.1. Hold the primary duty assignment of instructor in AETC's category 1, formal training and education courses. These are courses conducted by organizations whose primary mission is training and education in accordance with AFCAT 36-2223, *USAF Formal Schools*. HQ AFOATS meets this definition.

7.1.1.2. Complete the initial training required for the assigned position. See section 2 and 3.

7.1.1.3. Complete additional instructor requirements established by AFOATS.

7.1.1.4. Complete a teaching practicum.

7.1.1.5. Previous instructors who return to HQ AFOATS for another assignment as an instructor or training support personnel may wear the badge during this subsequent assignment.

7.1.1.6. Instructors reassigned to another primary duty in HQ AFOATS may continue to wear the instructor badge for the duration of their assignment (e.g., an SS/CC assigned to the scheduling office).

7.1.2. Specific Criteria for CR Instructors. To be eligible for the instructor badge HQ AFOATS/CR instructors must successfully complete AIC or receive an AIC waiver in accordance with Para 2.3. They must also complete the CR Lesson Development and Platform Certification Program, and achieve a satisfactory rating on the first lecture and lesson plan diagnostic evaluation.

★7.1.3. Specific Criteria for PASs and APASs. To be eligible for the instructor badge, PASs and APASs must successfully complete AIC or receive an AIC waiver in accordance with section 2.3 and complete Cadre Training or equivalent detachment training determined by HQ AFOATS/CRT.

7.1.4. Specific Criteria for OTS Instructors. To be eligible for the instructor badge, instructors must successfully complete AIC or receive an AIC waiver, complete IQT, AQT or EQT and achieve a satisfactory rating on all initial evaluations IAW IQT, AQT or EQT training requirements.

7.2. Award of the AFJROTC Instructor Badge. To be eligible for the AFJROTC instructor badge, instructors must successfully complete JAIC (formerly ASIC), maintain recertification requirements and demonstrate acceptable standards of conduct and performance expected of Air Force officers and NCOs.

7.3. Award of the Master Instructor Badge. AETCI 36-2202, *Faculty Development and Master Instructor Programs*, establishes guidelines and eligibility criteria for award of the AETC Master Instructor badge. (Note: As retired military members, AETCI 36-2202 does not apply to JROTC instructors.) The Master Instructor Badge is designed to reward instructors or instructor supervisors who have developed themselves beyond the normal requirements of an instructor and display exemplary instructional performance. Individuals who earn master instructor status are authorized to wear the AETC Master Instructor badge according to guidelines stated in AETCI 36-2901.

7.3.1. Responsibilities. The group standardization/evaluation unit or the Instructor Education and Evaluation division manages the master instructor program. The program manager signs the certification nomination package certifying that the documentation supporting the nomination is satisfactory. Master instructor program managers will complete their function before submitting the AETC Form 630, **Master Instructor Certificate**, and any supporting documentation to the commander for signature.

7.3.2. Instructors will have at least 2 years teaching experience in an Air Force school and at least 6 months teaching experience in the current tour at HQ AFOATS, OTS or ROTC. Additionally, a minimum of 1,000 hours experience as the instructor teaching a course, block, or unit is required, of which a 500-hour minimum is required at the current tour. This experience is limited to an instructor's primary duties, but will include all facets of instruction (classroom, field leadership, counseling, curriculum development, etc.) Practicum hours do not apply toward the experience criteria. Start recording experience from the completion of Cadre Training or equivalent detachment training determined by HQ AFOATS/CRT (ROTC), Platform Instruction Certification (AFOATS/CR) and IQT, AQT, RTC, or EQT (OTS).

7.3.3. Officers and civilians will have a minimum of a baccalaureate degree. Enlisted members will have a minimum of an associate degree.

7.3.4. Nominees will have completed a minimum of 90 classroom hours or 6 semester hours of undergraduate or graduate-level education courses. The courses should fall into

these subject areas: counseling/social sciences, academic measurement/tests and measurements, instructional design, communication skills, educational technology and other education related training—determined by the faculty development officer to be related to one of the aforementioned areas. The following classes/credits do not apply: Academic Instructor School, Academic Instructor Course, Airman Leadership School and Professional Military Education (PME), College-Level Examination Program (CLEP) and Defense Activity for Non-traditional Education Support (DANTES) tests. One semester hour of college credit equates to 15 classroom hours. One-quarter hour of college credit equates to 10 classroom hours.

7.3.5. Nominees must accumulate 150 points from community teaching and awards. One hour of teaching equates to one point. Qualifying community teaching experience will be determined by the faculty development officer. Awards points are accumulated following the guidance in AETCI 36-2202, *Faculty Development and Master Instructor Program* para. 52.4-52.4.4.)

7.3.6. Evaluation Criteria. An “Outstanding” or “Excellent” rating must be received on the last 3 instructor evaluations (AETC Form 281, **Instructor Evaluation Checklist**, or the AETC IMT 620). The final evaluation must be accomplished within one year of submitting the nomination. The group standardization/evaluation unit or the faculty development unit will perform the final evaluation.

7.3.7. Procedures for Awarding AETC Form 630, **Master Instructor Certificate**

7.3.7.1. HQ AFOATS/CR. The instructor’s supervisor will review and complete the certification nomination package (*ref AETCI 36-2202, 54.3-54.3.5*) and forward to the HQ AFOATS/CRT who will ensure nominee meets all requirements and complete AETC Form 630. The HQ AFOATS/CR will review and endorse the package. AETC Form 630 will be sent to AFOATS commander for signature and certification or return to supervisor. If approved, the Director of Curriculum will arrange for an appropriate ceremony to award the AETC Form 630 and instructor badge.

7.3.7.2. ROTC. The detachment’s education officer will review and complete the nomination package (*ref AETCI 36-2202, 54.3-54.3.5*) and submit to the detachment commander who will review and endorse the package and forward to the region commander. The region commander will review and endorse the package and forward to HQ AFOATS/CRT who will ensure the nominee meets all requirements and complete AETC Form 630. The HQ AFOATS/CR will review and endorse the package. AETC Form 630 will be sent to the ROTC commander for signature and certification or return to detachment education officer. Upon receipt of the signed package from the ROTC commander, the detachment commander will arrange for an appropriate ceremony to award the AETC Form 630 and instructor badge.

★7.3.7.3. OTS. The SS/CC will complete a memorandum summarizing the instructor’s completion of requirements and forward it to the DO and squadron commander for coordination. The squadron commander will review and endorse the

package and forward to OTS/CCV for indorsement. OTS/CCV will prepare the AETC Form 630 and forward it to HQ AFOATS/CRT who will ensure the nominee meets all requirements. The HQ AFOATS/CR will review and endorse the package. AETC Form 630 will be sent to the OTS Commander for approval. The squadron commander will arrange for an appropriate ceremony to award the AETC Form 630 and badge.

7.4. Adopted Form/IMT. Adopted: AETC Form 281, **Instructor Evaluation Checklist**; AETC IMT 620, **Academic Instructor Monitoring Checklist**; AETC Form 630, **Master Instructor Certificate**; AFJROTC IMT 98, **AF Junior ROTC Instructor Evaluation Report**.

FLOYD L. CARPENTER
Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-22, *Air Force Military Training*
AFCAT 36-2223, *USAF Formal Schools*
AETCI 36-2202, *Faculty Development and Master Instructor Program*
AETCI 36-2901, *Wear of AETC Instructor and Master Instructor Badge*
AUI 36-105, *Faculty Development, Enrichment, and Evaluation*
AFOATSI 36-2004, *Air Force Junior Reserve Officer Training Corps (AFJROTC)*

Abbreviations and Acronyms

AETC – Air Education and Training Command
AFOATS – Air Force Officer Accession and Training Schools
AIC – Academic Instructor Course
JAIC- AFJROTC Academic Instructor Course
AQT – Augmentee Qualification Training
APAS – Assistant/Associate Professor of Aerospace Studies
ASIC – Aerospace Science Instructor Course
ASI – Aerospace Science Instructor
AU – Air University
BOT – Basic Officer Training
CAM – Curriculum Area Manager
CM – Class Monitor
COT – Commissioned Officer Training
CPR – Cardio-Pulmonary Resuscitation
CR – HQ AFOATS Curriculum Division
CT – Cadre Training
CWT – Comprehensive Written Test
DO – Director of Operations
EQT – Enlisted Qualification Training
FLT/CC – Flight Commander
FDO – Faculty Development Officer
FLT/CC – Flight Commander
IMA – Individual Mobilization Augmentee
IMT – Information Management Tool
IQT – Initial Qualification Training
ISD – Instructional Systems Development
IST – In-Service Training
JROTC – Junior Reserve Officer Training Corps
MTI – Military Training Instructor
NCO – Noncommissioned Officer

OTS – Officer Training School
PAS – Professor of Aerospace Studies
PC – Physical Conditioning
ROTC – Reserve Officer Training Corps
RTC – Recurring Training Course
SA/BC – Self-Aid/Buddy Care
SASI – Senior Aerospace Science Instructor
SS/CC – Student Squadron Commander

Terms

Flight Commander (Flt/CC). Instructor at OTS who leads, trains, motivates and evaluates BOT and COT students.

Curriculum Area Manager (CAM). Develops curriculum for ROTC, JROTC and OTS and delivers auditorium lessons to OTS.

Professor of Aerospace Studies (PAS). Senior officer at a ROTC detachment who is the detachment commander.

Assistant Professor of Aerospace Studies (APAS). Instructor at ROTC who leads, trains, motivates and evaluates ROTC cadets.

Class Monitor (CM). Officer appointed to monitor and direct operations of a class at OTS.

Attachment 2
MEMORANDUM FOR AIC WAIVER/DEFERRAL

11 Apr 01

MEMORANDUM FOR OTS/CC (*or AFROTC/CC or AFOATS/JR*)
HQ AFOATS/CRSD (*or AFOATS/JRI*) (*To File*)
IN TURN

FROM: OTS/CCV (*or REGION/CC or AFOATS/JRI*)

SUBJECT: Academic Instructor Course (AIC) Waiver

1. I recommend Major John Dole be waived from attending AIC in accordance with AFOATSI 36-2201. He is an experienced instructor who has not only taught and developed curriculum at the USAF Academy but also at Altus AFB as an instructor-navigator. He will assume duty as the 24 TRS Operations Officer after carrying one 12-week flight with BOT Class 01-01. More specific data on his experience is as follows:

- a. 1989 – MA in Military History, Northern Michigan University
- b. 1992 – USAFA New Instructor Orientation Course (see attached)
- c. 1992-1994 – Developed curriculum and evaluations for Military Arts and Sciences 200. Instructed and evaluated USAF Academy cadets.
- d. 1994-1996 – Instructor Navigator at Altus AFB, OK.
- e. 1996-2000 – HQ AMC at Scott AFB, IL

2. Maj Dole is currently attending the OTS Initial Qualification Training (IQT) course. I have reviewed AIC concepts with him and am teaching him how to lead, train, motivate, and evaluate within the OTS environment. Once he has completed IQT, he will be fully prepared for instructor duty at OTS.

3. Thank you for your support. If you have any questions regarding this waiver request, please contact me at x3-4730.

STEVEN Q. HARRIS, Lt Col, USAF
Director, Faculty Development & Standardization

1st Ind, OTS/CC (*AFROTC/CC*) (*AFOATS/JR*)

(*Date*)

MEMORANDUM FOR OTS/CCV (*REGION/CC*) (*AFOATS/JRI*) AND HQ AFOATS/CRSD

Approved/disapproved.

MARY L. JONES, Colonel, USAF
Commander

Attachment:

AF Form 1256, **USAF Certificate of Training**